

Copying Coaches Assignment

June 2022

This Start-Up Guide shows Administrators how to copy Coaches' Assignments from the current year to the next school year. This is especially helpful when you need to assign Coaches to the same Activities/Season for the coming year.

On the Main Menu, click **Edit > Coaches** and then click **Options and Set-Up** to view the Coaches Set-Up.

The screenshot shows the administration interface for Bluegrass High School - Shelly Vollberg. The main menu includes Main Menu, Permissions, Site Usage, Design, and Help. The user is logged in as Bluegrass High School - Shelly Vollberg. The interface displays various modules with 'Edit' buttons. A red box highlights the 'Coaches' module, and a callout box points to it with the instruction: "1. Click Edit to go to the Coaches module". Another red box highlights the 'Option & Setup' tab, with a callout box pointing to it: "2. Go to the Options & Setup tab". A third red box highlights the 'Copy Coach Assignments' button, with a callout box pointing to it: "3. Click here".

After clicking **Edit** next to Copy Coach Assignments, the system takes you to a page that displays the Coach's name, the current assignment (referred to in the system as "Last SY's Assignment"), and the year after the operation. To copy the information, click the **Copy Coach Assignments** button.

The screenshot shows the 'Copy Coach Assignments' page. It features a navigation bar with 'Coaches Info', 'Coaches Directory', 'Reports', and 'Option & Setup'. Below the navigation bar is a '<< Back' button and a descriptive paragraph: "This function copies last year's coaches assignments to the current SY. This should be done once a year and only apply to those with last year's assignment." A red box highlights the 'Copy Coach Assignments' button, with a red arrow pointing to it. Below the text is a table with the following data:

Coach Name	Last Copy Operation Date	Last SY's Assignment	Current SY's Assignment (After Operation)
Blake, Jason	11 / 18 / 2021	Baseball - Boys Varsity Spring 2021 Coach	Baseball - Boys Varsity Spring 2022 Coach

Note: Before clicking the Copy Coach Assignments, ensure that your Assigned Coaches' schedules are already created for the next school year.